



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



Single Sign On User Registration and User Administration

April 14, 2014



Agenda

Single Sign On User Registration and User Administration Agenda

- Awareness Training Sessions
- Expectations
- SSO Overview
- System Access
- Self Registration
- Account/Profile Requests



SSO Introduction

Provide Awareness Training to the EDA User Community
Single Sign-On (SSO) User Registration & User Administration

Training sessions are grouped by basic functions the user performs in EDA. Each session is targeted to a specific user role.

Training sessions build upon each other as they progress from the general EDA user to the more privileged and authoritative EDA user (EDA POC & Executives).

Each session focuses on the user's responsibilities to EDA and demonstrates the functions in the new SSO interface.



Awareness Training Series Agenda

Series Agenda - Awareness Training Sessions on SSO

SESSION 1 - GENERAL EDA USER

(SSO OVERVIEW, LOGON, LOGOUT, SESSION TIME-OUT, KNOWN ISSUES, TIPS, PASSWORD RESET, SELF REGISTRATION, ADMINISTRATIVE ACCOUNT REQUESTS, SPECIAL ROLE REQUEST, AAI NOTIFICATION, CDR NOTIFICATIONS, CONTRACT LOAD NOTIFICATIONS)

SESSION 2 - EXECUTIVE AND EDA POC

(PROCESS REGISTRATION, USER ADMINISTRATION, EDA POC ASSIGNMENT, CDR POC ASSIGNMENT, PASSWORD RESET, CERTIFICATE RESET, ARCHIVE/DELETE USER) SAMPLE EMAILS, CDR POC OFFICE SETUP & ASSIGNMENT, CSA MAINTENANCE

SESSION 3 - CONTENTS TBD



Expectations

EDA/WAWF PMO expects the community to:

- Attend the session(s) that pertain to your specific job functions.
- Plan and prepare to help/assist your community in using SSO.
- Share awareness presentations with your community.



Session 1 - Agenda

- SSO Overview
 - General Changes
 - Differences
 - Known Issues & Tips
- System Access
 - Credentials
 - Logon and Logout
 - Sessions & Session Time-out
- Self Registration
 - CAC
 - UserID/Password
 - DD2875, ROB/AUP
- Account/Profile Requests
 - Password Reset
 - Administrative Account Requests
 - Special Role Requests



Session 1 - Agenda, Cont.

- EDA Emails/Links
 - CDR Notifications
 - AAI Notifications
 - Contract Load Notifications
 - Bookmarks



Overview Section

SSO Overview

- General Changes
- Differences
- Known Issues
- Tips



SSO - Overview

The DoD seeks to leverage the existing Single Sign On (SSO) Architecture to include the EDA System. EDA, WAWF, CORT, and future applications, will share a single authorization, authentication, and logon process. All User Registration and User Administration functions are centralized in SSO.

NOTE: A more 'generic' Single Sign-On entry page is coming soon. Each application in the portal will be represented by their icon. *(Backup Slide Presentation).*

BENEFITS of SSO

- Centralize user authentication and authorization for multiple systems.
- Centralize user registration for multiple systems.
- Centralize user administration for multiple systems.
- Provide a single point of access to multiple systems (EDA, WAWF, and CORT).
- Reduce administration efforts by consolidating user information required for users to access multiple systems (EDA, WAWF and CORT).
- Reduce costs required to maintain multiple systems with regards to changes to user account information over time.



SSO - General Changes

- EDA users must log into SSO and then choose either EDA Ogden or EDA Columbus. Access to EDA Ogden/EDA Columbus is through SSO only.
- EDA logout redirects the user to the SSO logon page. (See known issues)
- User Registration & User Administration emails are generated by SSO.
- User accounts archived in SSO (instead of being deleted).
- EDA will continue to manage EDA Interface system users.
- Load (Contract, AAI) and CDR notifications continue from EDA.
- To access any links in email notifications (Contract Load, AAI, etc.) the user must be logged in to that particular site, EDA Ogden or EDA Columbus, that issued the notification.
- CDR POC assignment remains in EDA in Account Administration.
- Vendors automatically gain access to EDA once they are activated in WAWF. Vendors are set up with SAM/official source information for DUNS, DUNS+4 and CAGE.



SSO - General Changes, Cont.

- EDA will rely on a near-real time data exchange/interface to provide a copy/updates of user information from WAWF for application user authentication inside EDA.
- EDA's User Guide remains available.
- Access is accomplished with CAC or UserID/Password: NOT BOTH.



SSO - Differences

User Registration & Account Administration functions exist in SSO:

- User Registration
- User Account Administration (EDA Execs and POCs)
- Change Contact Information (*this is in My Profile*)
- Change Password/Reset Password/Forgot Password?
- EDA POC Assignment (EDA Execs and POCs)
- CSA Maintenance (EDA Execs)
- EDM Request Maintenance

NOTE: *CDR POC Assignment and CDR Org setup REMAIN in EDA.*

EDA is now session based. After 30 minutes of inactivity session will end.

User can only have one EDA window open at one time. 12



SSO - Differences, Cont.

NEW Terminology

Archived User = Deleted user in EDA

UserID = Username

Profile = User Account

ICONS/entry behavior

'Edit' pen icons

'Type fill' on many entry fields

Icons vs words. Mouse-over help available on all icons

Click "+" sign to expand on profile

Click "+" sign to 'add' DoDAACs and Contract Numbers in special roles

No "Queues" (pending registrations, etc). Search criteria displays results.

UserId is 'case' sensitive.



SSO - Known Issues & Tips

- When the EDA session expires, users must re-authenticate through the SSO system.
- Closing the EDA (clicking X) window DOES NOT end the EDA session. User must click logout and confirm to end session.
- We will have known issues URL available when EDA 8.6 is deployed.



System Access Section

System Access

- Credentials
 - CAC
 - UserID/Password (CAC Exempt)
- Logon into SSO
- Logout
- Sessions & Session Time-out (after 30 minutes)



SSO - Credentials

Single User Credentials for use/authority into many Systems/Applications

- CAC – *Required – Preferred Credentials*
- UserID/Password – *Exception Process Credentials - Restricted by DoDAAC (Process defined on next slide for exceptions)*
- Vendor Access – *EDA access granted with WAWF registration*
 - DUNS, DUNS+4 and/or CAGE



SSO - Credentials

UserID/Password Credentials

- Users MUST be on the CAC Exempt list in order to log on via UserID/Password.
- At deployment of EDA 8.6 the system will send an email to all users who are not CAC enabled. Email will go to email address on file in EDA.
- The email will contain their SSO UserID and one-time password for access to SSO.
- Both UserID and Password are CASE SENSITIVE.
- Users can then access wawf.eb.mil with this information.
- Upon login users will be prompted to change their password if they are approved for UserID password access.
- If user is not approved for UserID/Password access, user will be prompted to convert to CAC.

Users must contact their EDA Exec/POC in order to be put on the CAC Exempt list.



UserID/Password Exemption Process

EDA Executive will submit exemption request to EDA/WAWF PMO.

Request must identify:

- For specific user(s) or entire CSA
 - If specific user(s) – must identify UserID.
- Identify justification for user, or entire CSA

If the reason provided is not on the pre-approved list, PMO will coordinate with OSD for approval.

Per OSD the following are approved reasons for exemption.

1. Foreign nationals when the Status of Forces Agreement (SOFA) with the country does not allow CAC issuance.
2. Test and training accounts.
3. System accounts not belonging to individuals
4. Individuals stationed at non-DoD sites using non-DoD networks.
5. Individuals covered by telework agreements where the telework arrangement does not include a CAC reader.
6. Dual Persona.
7. For GAM/POC or Higher exemption only: 24 Hour Access Required w/o Home CAC.
8. Technical Problems (Temporary Only while user resolves issue with Internal IT Helpdesk.)

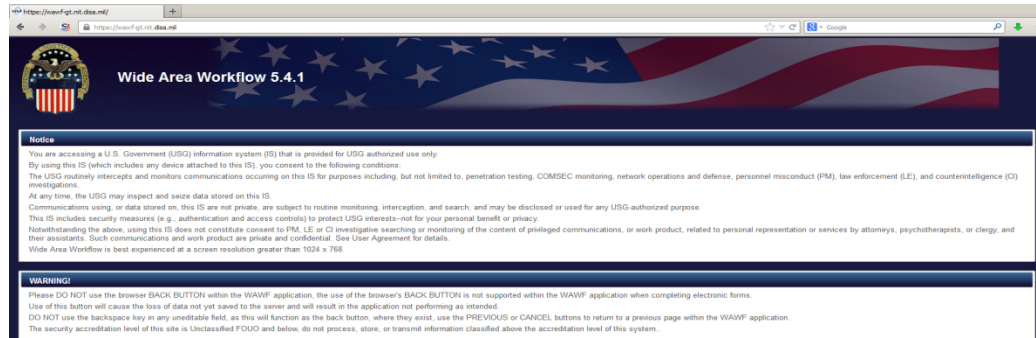


SSO - System Logon

- Application Logon
 - System/Application access
 - Navigate to wawf.eb.mil
 - Sessions – established at Logon
 - Cookies must be enabled
 - Tokens are passed between servers
 - Session Time-out – EDA timeout set to 30 Minutes



SSO - WAWF Main Page



<https://wawf.eb.mil/>



Click Login

Select CAC or enter
UserID/Password

The screenshot shows the "Login" page of the WAWF 5.4.1 application. It has a "Certificate Login" section with a "Certificate Login" button. Below that is a "User ID Login" section with fields for "User ID" and "Password", and a "Login" button. There are also links for "Forgot your User ID?" and "Forgot your Password?". A note at the bottom states "Asterisk Indicates required entry."

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)



SSO - WAWF Main Page

Wide Area Workflow 5.5.0

User ID : edapmogov31
[Printer Friendly](#)

[User](#) [EDA Administration Console](#) [EDA](#) [Documentation](#) [Lookup](#) [Logout](#)

Exec/POC screen

Welcome to Wide Area Workflow!
start by selecting one of the button links from the menu above.

Government and Government Support Contractor Messages

(2014-JAN-01) System: [All](#) Subject: [WAWF 5.5.1 / EDA 8.6 Build 3 OAT](#) Message For: All Users

The WAWF 5.5.1 / EDA 8.6 Build 3 OAT is scheduled for 3 - 14 Feb 2014.

Wide Area Workflow 5.5.0

User ID : edapmogov31
[Printer Friendly](#)

[User](#) [EDA](#) [Documentation](#) [Lookup](#) [Logout](#)

General User screen

Welcome to Wide Area Workflow!
selecting one of the button links from the menu above.

Government and Government Support Contractor Messages

(2014-JAN-01) System: [All](#) Subject: [WAWF 5.5.1 / EDA 8.6 Build 3 OAT](#) Message For: All Users

The WAWF 5.5.1 / EDA 8.6 Build 3 OAT is scheduled for 3 - 14 Feb 2014.

(2013-DEC-23) System: [All](#) Subject: [WAWF 5.5 Deployment](#) Message For: All Users

WAWF 5.5 deployment weekend is scheduled for 17 - 19 Jan 2014.



After SSO Logon / WAWF Notices

General User Logging into SSO

Wide Area WorkflowUser ID : hJYQXytn
[Printer Friendly](#)

UserVendor**EDA**DocumentationLookupLogout

Welcome to Wide Area Workflow!
Please start by selecting one of the button links from the menu above.

Vendor and Vendor View Only roles will automatically be granted access to EDA if they registered against a CAGE with no extension.

The EDA link will show up for all WAWF Vendors, as long as the Vendor has at least one CAGE without an Extension.

Users

(2013-JAN-18) System: **All** Subject: **Message For: Vendors**

test1

(2013-JAN-18) System: **WAWF/EDA/CORT/BI** Subject: **WIT Issue Action Required! Critical! Message For: All Users**

Testing WIT Issue 2653 SPR; View, Edit, or Delete System Messages.

(2013-JAN-17) System: **All** Subject: **Message For: All Users**

[Help](#)

Logon Date : 2013/02/07 16:13:12 EST Last Accessed Date : 2013/02/07 16:13:12 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)



SSO - Launching EDA

EDA Ogden & EDA Columbus

Wide Area Workflow User ID : EDIP19000040847
[Printer Friendly](#)

[User](#) [Administration Console](#) [EDA Administration Console](#) [EDA](#) [Documentation](#) [Lookup](#) [Logout](#)

[EDA - Columbus](#)
[EDA - Ogden](#)

Wide Area Workflow!
Please start by selecting one of the button links from the menu above.

Government

(2013-JAN-22) Testing new V

(2013-JAN-18) test

(2013-JAN-18) Testing WIT

(2013-JAN-17) System: **All** Subject: **Message For: All Users**

For Government roles, if the User ID is registered for a role with EDA access, an EDA link will be present.

Once the EDA - Columbus or EDA - Ogden link is selected, the OAuth process will begin.

If the authorization is successful, a new window will open and the user will be logged into the EDA system.

They will not need to re-enter their User ID/Password or certificate/CAC to login to EDA.

Message For: All Users

[Help](#)

Logon Date : 2013/02/07 16:26:48 EST Last Accessed Date : 2013/02/07 16:26:49 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)



EDA Launches in NEW Window

DA Notices Page – *Continues* to show once a day to the user or whenever a new notice is added by the system admin

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Electronic Document Access
Next Generation

EDA Notices

Terry Broderick (logout)
Today is Jun 07, 2013
EDA User's Guide

Document Selection

***** IMPORTANT NOTICE FOR EDA *****

EDA Ogden and Columbus will be unavailable beginning Saturday, 22 June 2013, 1000 hours ET to perform system maintenance and upgrades for EDA Release 8.4. Normal operations are expected to resume Saturday, 22 June 2013, 2000 hours ET.

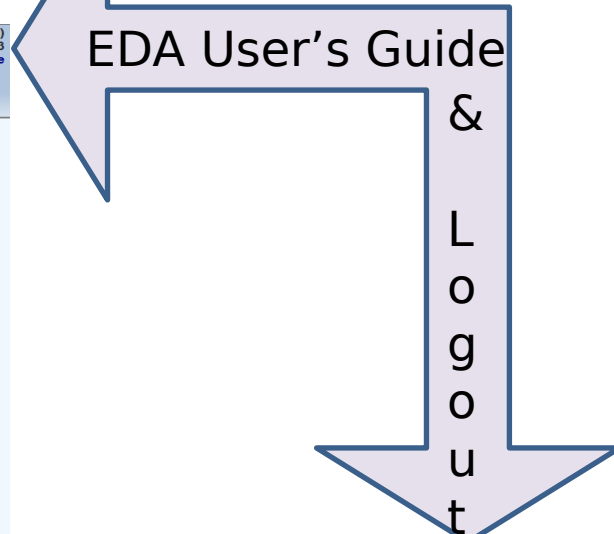
***** IMPORTANT NOTICE FOR EDA *****

When manually uploading a contract
Please remember
If there is a Reference Procurement Number (GS Number)
Enter it in the Reference Procurement Number Field
Place the Contract Number in the Contract Number Field
and the Delivery Order Number in the Delivery Order Field.

Thank you.

[Acknowledge](#)

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.
Please report any suspicious or anomalous activity to the EDA Help Desk.



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Next Generation

Document Selection Screen

Rajesh Laddha (logout)
Today is May 31, 2013
EDA User's Guide

Document Selection

Select one of the following search options:

[Contracts](#)
[Contract Deficiency Reports](#)
[Upload Contract Document](#)
[Contract Close Notifications](#)
[SF44s](#)
[Personal Property GBLs](#)
[Freight GBLs](#)
[Government Transportation Requests](#)
[Non-Automated GBLs](#)
[ELECT 110](#)
[Signature Card \(DD577\)](#)

[Administration](#)
[Contract Load Notification](#)
[Audit Reports](#)
[Site Certification Maintenance](#)
[Vouchers -- All](#)
[Vouchers -- Accounting](#)
[Vouchers -- Commercial Pay](#)
[Vouchers -- Military Pay](#)
[Vouchers -- Travel](#)
[EDM/EFR Documents](#)

[Return to Login Page](#)

Items of Interest: [About EDA](#) [Contact Us](#) [Summary of Changes](#) [Known Issues](#) [EDA Tips](#) [Training Material](#) [Business Rules](#) [How to Post Documents to EDA](#)

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.
Please report any suspicious or anomalous activity to the EDA Help Desk.

EDA Document Selection



Logout Option



Department of Defense
Electronic Document Access
Next Generation

Document Selection Screen

Rajesh V Laddha (logout)
Today is Jun 17, 2013
EDA User's Guide

Click Logout

Document Selection

Select one of the following search options:

Contracts

[Contract Deficiency Reports](#)

[Upload Contract Document](#)

[Contract Close Notifications](#)

SF44s

[Personal Property GBLs](#)

[Freight GBLs](#)

[Government Transportation Requests](#)

[Non-Automated GBLs](#)

[ELECT 110](#)

[Signature Card \(DD577\)](#)

[Account Administration](#)

[Contract Load Notification](#)

[Audit Reports](#)

[My Profile....](#)

[Site Certification Maintenance](#)

[Vouchers -- All](#)

[Vouchers -- Accounting](#)

[Vouchers -- Commercial Pay](#)

[Vouchers -- Military Pay](#)

[Vouchers -- Travel](#)

[EDM/EFR Documents](#)

[Return to DoD EDA Home](#)

[Change Password](#) (Your password expires in 29 days.)

If you need assistance with EDA, contact your EDA POC or [the EDA Help Desk](#).
Please report any suspicious or anomalous activity to [the EDA Help Desk](#).

Logout Confirmation

Confirm will end EDA session and return user to EDA Home

Page

You are about to leave the EDA application. Sensitive information may still be displayed or stored on your computer. You are responsible for actions to secure sensitive information such as: close browser windows, quit browser, delete files, logout of your computer, or lock your computer with an approved screen saver.

EDA

ELECTRONIC DOCUMENT ACCESS
Next Generation

Home

About EDA

Contact Us

FAQ

Security Notices

New User Registration

Check User Registration Status

Reset Password

Check Password Reset Status

Desktop Requirements

Contact Help Desk

Training Material

How to Post Documents to EDA

Business Rules

EDA User Guide

Welcome to the Electronic Document Access (EDA) Website

EDA is an online document access system designed to provide acquisition related information for use by all of the Department of Defense.

EDA offers two concurrent operating sites (Ogden and Columbus). If one site is down or unavailable, select alternate site.

EDA User Single Sign On Login

Login

Standard operating procedure mirrors data between sites (usually within 10 minutes), therefore do not perform same update action at both sites.

EDA User Guide

Items of Interest

Summary of Changes

Known Issues

EDA Tips

Related Links:

ATL

SAM

DFAS

DLA

DRAP

JCCS

SCST

SPS

WAWF-RA



EDA

ELECTRONIC DOCUMENT ACCESS
Next Generation

[Home](#) [About EDA](#) [Contact Us](#) [FAQ](#) [Security Notices](#)

[New User Registration](#)[Check User Registration Status](#)[Reset Password](#)[Check Password Reset Status](#)[Desktop Requirements](#)[Contact Help Desk](#)[Training Material](#)[How to Post Documents to EDA](#)[Business Rules](#)[EDA User Guide](#)

Welcome to the Electronic Document Access (EDA) Website

EDA is an online document access system designed to provide acquisition related information for use by all of the Department of Defense.

EDA offers two concurrent operating sites (Ogden and Columbus). If one site is down or unavailable, select alternate site.

EDA User Single Sign On

Standard operating procedure (10 minutes), therefore do not log out.

[EDA User Guide](#)

Items of Interest

- Summary of Changes
- Known Issues
- EDA Tips

[Login](#)

Wide Area Workflow 5.4.1

[User](#) [EDA](#) [Documentation](#) [Lookup](#) [Logout](#)

Welcome to Wide Area Workflow!

Please start by selecting one of the button links from the menu above.

Government and Government Support Contractor Messages

(2013-MAY-15) System: **All** Subject: **Message For: All Users**

OATI: May 6-17
OATII: June 17-28

[Related Links:](#) [ATL](#) [SAM](#) [DFAS](#)

[Help](#)

Logon Date : 2013/05/31 11:19:14 MST Last Accessed Date : 2013/05/31 11:19:15 MST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

Close EDA window

Click Logout to end SSO session

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Bookmarks/Email Links/Time-out

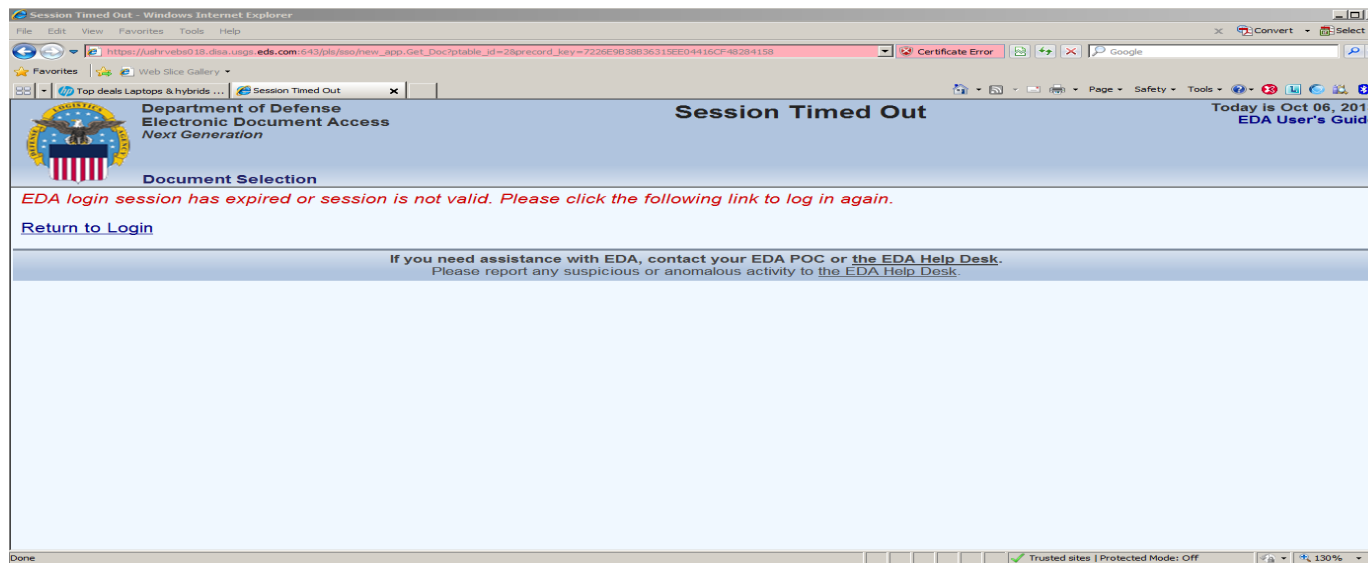
Bookmarks/Email Links

- Bookmarks continue to work if logged into SSO. Redirects to SSO.
- Contract Load Notifications, AAI Load Notification, and CDR Notification links will not bring up the document unless the user is logged into SSO and the specific EDA site the notifications came from.

Session timeout behavior

An EDA session will time-out after 30 minutes of inactivity.

Close this EDA window. Return to SSO window and click EDA Login.





Known Issue

If user clicks Return to Login, user is taken to a new SSO Login window which will present an error after clicking Login on new SSO window.

Solution: Close all browser windows. Return to open SSO window and login

The screenshot displays a web browser window with two tabs. The active tab shows a 'Session Timed Out' message from the Department of Defense Electronic Document Account (EDA) system. The message indicates that the login session has expired and provides instructions for the user to close their browser and attempt to log in again. The background page is the 'Wide Area Workflow 5.5.0' login interface, which includes a 'Return to Login' link and a 'Login' button. The user ID 'edarladha' is visible in the top right corner of the login page.



User Self Registration Section

Self User Registration

- System/Application (WAWF, CORT, EDA)
 - CAC
 - UserID/Password
 - Access / Capabilities / Roles
 - Special Roles
 - DD2875
 - Emails
 - Approvals



New Support Contractor Requirement

Government Support Contractors must enter the contract number that employs them at registration. Not the contract numbers or DoDAACS they want access to in order to perform their duties for the DoD.

[Contract Instrument Details](#)

This is your contract to access the system. Please enter your support contractor vehicle.

Contract Number Type	Contract Number *	Delivery Order
<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE: EDA Exec or POC must enter the 'expiration' date of that contract at activation.

An e-mail notification will be sent to a Government Support Contractor prior to contract expiration.

- 14 days prior
- 10 days prior
- Daily commencing seven days before contract expiration.



Account Requests

Account/Profile Requests

- Password Reset
 - One time use password is provided in the password reset process
 - User may reset their own Password
 - EDA POC may reset user password
- Certificate Reset
 - User may reset their own certificate
 - EDA POC may reset user certificate
- Administrative Account Requests
 - User requests assistance in profile administration via their EDA POC
- Special Role Requests
 - User requests additional roles or capabilities via their EDA POC



How to Reset a Password

There are two ways to reset a password:

1. User performs function
2. EDA POC performs function
3. An EDA user can reset their own password:
 - User logs into WAWF via UserID and Password
 - User clicks the User tab located at the top of the WAWF Home Page
 - User clicks the Change Password link under the Security Maintenance section
 - User inputs New Password
 - User inputs Confirm New Password
 - User clicks Submit
 - User receives message stating password has been successfully updated



Forgot Password?

User forgets their password:

1. User navigates to the WAWF User Login screen
2. User clicks the Forgot your Password? Link
3. User inputs their UserID
4. User clicks Next
5. User inputs their Security Questions
6. User clicks Next
7. User inputs New Password
8. User inputs Confirm New Password
9. User clicks Submit
10. User receives message stating password has been successfully updated



How to Reset a Certificate

Certificate Reset Steps

1. User contacts their EDA POC
2. EDA POC clicks on reset certificate
3. EDA POC looks up User
4. EDA POC clicks on reset password
5. System generates a password
6. EDA POC communicates password to user via telephone
7. User logs in and links password to their account

NOTE: If user has a new certificate, application should recognize and accept their NEW certificate.



Questions/Comments